

CHAPTER 5 - SUPPLY

5.1 - PURPOSE

To establish policy and procedures for the request, issue, receipt and turn in of supplies; primarily using ULLS-A. Manual procedures may be used in the event of ULLS-A failure to provide timely repair parts to the facility.

5.2 - REFERENCES

AR 735-5 (Policies and Procedures for Property Accountability)
AR 710-2 (Inventory Management Supply Policy Below Wholesale Level)
DA Pam 710-2-1 (Using Unit Supply System – Manual Procedures)
DA Pam 710-2-2 (Supply Support Activity Supply System – Manual Procedures)
CTA 50-900 (Non-Expendable Items)
NGB Communication Utility (NGB-CU)
OTAG Logistical Bulletins
USPFO Bulletins

5.3 - REPAIR PARTS REQUEST– USER LEVEL (ULLS-A)

- a. If the part is issued from stock, no parts demand need be entered by the CE/mechanic in ULLS-A.
- b. If the part is not on hand, the CE/mechanic will enter the demand in ULLS-A in the flight company laptop.
- c. If the CE/mechanic is at a work stoppage for the demanded part, state that in the remarks section of the parts demand screen.
- d. On or about the 1st of each month, each CE/mechanic will review the parts demand and DCR with their supervisor and accomplish the following.
 - (1) Make sure all demands have a valid document number, either on the parts demand or the Document Control Register screen. If not, check with supervisor to see if the demand was processed.
 - (2) Delete all parts demands if the parts have been received by the CE/mechanic.
 - (3) Check ULLS-A for current status of all open request.

5.4 - REPAIR PARTS REQUEST – TECH SUPPLY (ULLS-A)

Procedures for completing assigned responsibilities under the ULLS-A system will follow the ULLS-A End User Manual as written.

- a. “Process Parts Requests” process will be run daily by 1400 hours for each flight company. Each NIIN requested will be verified using the most current FEDLOG prior to processing.
- b. For AMSS reporting, it is imperative that all “work stoppage” requests be ordered as soon as possible when prompted within the “Request for Issue” process. For NMCS and AOG requests refer to para 2-5b.
- c. When processing parts requests supply will provide remarks and document numbers as necessary to inform maintenance personnel how a demand was processed.
- d. When ordering bench stock items against an aircraft the following steps will be followed to prevent the item from being carried as non-stock PLL.

(1) Add the national stock number to both the aircraft's' owning company and the Float Bench stock lists.

(2) Order the quantity required for aircraft repair using the owning company's DODAAC in ULLS-A.
e. All requests for AVIM level parts and all bench stock replenishment actions must be completed in the W81LG9 database in ULLS-A in order to comply with NGB directives.

f. The "Send transaction to SOS" diskette produced by ULLS-A system will be submitted to CA AVCRAD at least daily for each data base IAW NGB-CU 3.1.1 and 7.1.1. Exit the NGB-CU and perform "Activate File Transfer" to CA AVCRAD (SSA).

g. Status update diskettes will be entered into the ULLS-A system immediately upon receipt from the CA AVCRAD through the NGB-CU.

h. Automated follow-up request (AF1s) will be submitted bi-monthly for all open requisitions.

i. Bench stock and PLL lists will be printed semi-annually. One copy will be kept in the tech supply area and one copy provided to maintenance office.

j. The Commander's Exception report will be produced along with the transaction diskettes and submitted to the Maintenance Officer or Supply Officer for his/her review prior to being forwarded to CA AVCRAD (SSA).

5.5 - REPAIR PARTS REQUEST (MANUAL)

The following procedures shall be followed in the event of ULLS-A failure.

a. The mechanic generates the demand for repair parts and makes a request by submitting DA Form 2765-1 to his supervisor. The supervisor then researches the request and assigns a priority to the demand. After the aircraft repair foreman or allied shop supervisor have approved the request it is submitted to tech supply. If tech supply has the item in stock, then the item will be issued to the mechanic. If the item qualifies for stockage after review of the DA Form 3318, then a replacement will be ordered. Demands will be mailed to CA AVCRAD no later than the following day.

b. NMCS and AOG: All NMCS/AOG requests will be faxed to CA AVCRAD upon receipt to tech supply. Demands will be reviewed and approved by the Maintenance Officer, Aircraft Maintenance Supervisor or Allied Shop Supervisor. The maintenance foreman or mechanic shall inquire on a daily basis as to the status of the requested part.

5.6 - SFDLR REQUEST (AIMI AND RMA) (MANUAL)

a. Maintenance personnel will initiate the DA Form 2765-1 and include the following information:

BLOCK (A): Fill in "AIMI or RMA" after checking the AIMI/RMA listing

BLOCK (B): "AASF Los Alamitos, CA"

BLOCK (4): Prime stock number

BLOCK (7): Unit of issue

BLOCK (8): "1 ea." per request

BLOCK (L): Type of aircraft and tail number

BLOCK (O): Item description and part number

BLOCK (P): TM, Pg., Item # and figure, and date of TM

Note

Write hard enough so writing is legible on all copies.

b. The DA Form 2765-1 will be turned into the immediate supervisor so that he/she may assign a priority to the request.

- c. The supervisor will then turn in the DA Form 2765-1 into supply for editing and to determine if the request is DLR.
- d. Tech Supply will then enter the request into the document register and send in the request to AVCRAD. All high priority requests (03 through 09) will be processed no later than 1200 hours the following day the request is submitted.

5.7 - BENCH STOCK

- a. Items that qualify for bench stock IAW DA PAM 710-2-1 will be stocked in the LA AASF Technical Supply Area.
- b. Maintenance personnel must provide the NSN, nomenclature and quantity required to supply to fill their request from bench stock. All bench stock items will be listed in the LAAASF Bench Stock list in NIIN sequence. The listing will contain the NSN, Noun Nomenclature, Quantity, Unit of Issue, and Location.
- c. Tech supply personnel will ensure that all bench stock is maintained on a 1300-4 card that is located with the item. Item will be replenished at minimum stockage level. Any zero balance items will be annotated on 1300-4 card and reordered by supply personnel. The amount ordered, document number and date will be circled on 1300-4 card and placed back in the item location to reflect that item is on order. When item is received it will be placed in the proper bin and the quantity on hand will be recorded on 1300-4 card. In the event the item requested by maintenance personnel, is not on-hand or not maintained in LA AASF bench stock.
- d. The request will be returned to maintenance personnel to be ordered on ULLS-A aircraft laptop. Only the amount needed to complete that demand will be ordered through the laptop. This is necessary in order to capture the demands needed to add item to bench stock or PLL.
- e. A complete bench stock inventory will be done semi-annually and a new list will be provided to the Facility Maintenance Officer for approval, IAW DA PAM 710-2-1. However a bench stock review will be completed weekly and zero balance bench stock will be ordered daily by tech supply personnel.

5.8 - TURN IN PROCEDURES

- a. Repair Parts:
 - (1) Unserviceable: Parts will be returned to the supply room upon removal from the aircraft or component. They will be returned in a clean condition with the ULLS-A DA Form 2765-1 and the DD Form 1577-2 (Green tag). Supply personnel will receive the parts from the mechanics and place them in the holding area within the supply room. If the components require shipping cans the mechanics will place them in the cans provided by supply.
 - (2) Unserviceable/repairable: Parts received by the supply room will be shipped to the AVCRAD no later than ten days for all items. Those items too large for UPS shipment will be shipped commercially by GBL. The request for a GBL will be done no later than the following day after receipt of the part.
- b. Non-Expendable/Durable: Unserviceable equipment will be turned in to tech supply with the proper tags (DD Form 1577-2) for turn in to the SSA at USPFO.

5.9 - DLR TURN IN PROCEDURES

- a. All unserviceable/serviceable repair parts will be returned to the supply room upon removal from the aircraft or component. They will be returned clean of any oil or dirt, tagged with the DD Form

1577-2 (Green tag, unserviceable) or the DD Form 1574 (Yellow tag, serviceable); DA Form 2765-1 and any necessary paperwork required for shipping.

Note

Proper packaging is important in order to receive full credit from depot for the LAAASF DLR account

b. The DA Form 2765-1 for DLR turn in will be filled out as follows:

BLOCK (A) Post "AIMI or RMA" after checking the AIMI/RMA listing

BLOCK (B) "AASF Los Alamitos, CA"

BLOCK (4) Actual stock number for item being turned in

BLOCK (7) Unit of issue

BLOCK (8) "1Ea" per turn in

BLOCK (L) Type of aircraft and aircraft tail number

BLOCK (O) Item description and serial number

NOTE

Write hard enough so writing is legible on all copies.

5.10 - AIMI, RMA AND SFDLR

a. Procedures will be conducted IAW the California AVCRAD's SOP. When the new parts list is published by the AVCRAD a copy will be provided to the maintenance officer. A copy will also be maintained in the supply room for ready reference.

b. The parts will be requisitioned by the mechanics in the same way all other repair parts are requisitioned, however when a mechanic draws a SFDLR part he will be required to sign a DLR register to insure that a turn-in is returned.

5.11 - CONSUMABLE SUPPLIES AND HARDWARE

These are located in Hangar 2 tech supply. Any mechanic working at the facility may obtain consumable items from tech supply personnel as needed. Supply room personnel will restock the consumable shelves and the hardware bins on a monthly basis.

5.12 - CENTRAL ISSUE FACILITY (CIF)

a. The PBO custodian has the responsibility for maintaining the Central Issue Facility (CIF) for the supported units. The PBO custodian has the responsibility for maintaining, ordering, issuing and posting all items within the CIF. Personnel will receive their CIF issue from the PBO custodian. Unserviceable turn-ins will be inspected by the ALSE technician and determine fair wear and tear prior to exchange.

b. All issuing of CIF clothing will be signed for on DA Form 2062 by the recipient's unit supply sergeant.

c. Safety shoes and all other related safety equipment that are provided to technicians and other employees will be recorded on hand receipts from the facility. Hand receipts will be filed in the Tech Supply room.

5.13 - TOOL ROOM

a. The tool room will be in a secure area and operated and maintained by supply personnel.

- b. All tools issued will be logged on a control register (Sign out sheet).
- c. At the end of every work day tools are required to be returned to the tool room no later than 1300 hours, unless approved by a supervisor after signing a DA Form 3161 (Hand Receipt).
- d. Tools loaned to any unit or other facilities will be placed on a temporary hand receipt.
- e. All lost or damaged tools due to misuse will be charged to the person having responsibility for the tool at the time of loss or damage. A tool is considered lost when an individual who has signed out the tool does not have the tool for turn in. Tools left at the tool room counter or given to someone else to turn in does not relieve the individual who originally signed out the tool from the tool room of their responsibility.
- f. A daily inventory will be conducted at the close of business each day on the tools that were signed out. A Quarterly tool room inventory will also be in effect and complied with.
- g. Authorized personnel to draw tools will be identified by a list furnished by the Facility Commander. M-Day personnel will be identified by a list furnished by their respective Unit Commander. Copies of these lists are to be on hand in the tool room.

5.14 - DEMAND STOCK

- a. Demand supported shop stock will be stored in a secure area accessible to only authorized personnel. Demand stock will be ordered, stored, and stocked in accordance with DA Pam 710-2-2. Excess stock will be turned in within 10 days of shop stock reviews. Review periods will occur every 180 days and the shop stock list will then be updated. Supply personnel should notify the maintenance supervisors prior to turning in excess stock.
- b. Each section requiring storage of shop stock will do so only after written approval by the Facility Commander is on hand. A listing will be available by NIIN sequence and item description.

5.15 - OFFICE SUPPLIES

- a. All office supply demands will be forwarded to the IMPAC purchasing agent on Annex A-4 (IMPAC Request Form). Approving authorities are Maintenance Officer, Facility Commander or State Funds Administrator.
- b. All approved requests will be processed weekly by noon on Wednesday. Exception to this policy will be honored on a case by case basis.

5.16 - PRESCRIBED LOAD LIST (PLL)

- a. A PLL will be established for all the supported units of this facility. The PLL will support a unit's organizational maintenance operation and will be based on 30 days of supply during peacetime. PLL will be maintained at the supporting AASF. Although separate records will be maintained for all supported units, the stockage will be maintained in the same area to reserve storage space and insure stock rotation.
- b. Document registers will be maintained for each unit's PLL and shall accompany that unit during deployment.
- c. The Commander of each individual unit is the approving authority for additions or deletions. PLL stocks must be on requisition or on hand.
- d. The PLL will be reviewed every 180 days.
- e. Deployment plan: Prior to deployment a unit will notify the facility. Its PLL will be drawn from the facility tech supply and given to the deploying unit for storage.
- f. Demand Analysis reviewed by commander quarterly to establish unit PLL IAW AR 710-2

5.17 - PROPERTY ACCOUNTABILITY

- a. One hundred percent inventories shall be accomplished annually by performing ten percent inventories throughout the fiscal year. The property book custodian shall manage the ten percent inventories.
- b. TDA sensitive item inventories shall be conducted monthly by alternating personnel designated by the maintenance officer.
- c. All TDA equipment shall be hand receipted to the appropriate maintenance supervisor. Hand receipts shall be reviewed and updated annually.

5.18 - TMDE (STANDARD OPERATING PROCEDURE)

- TMDE turn-in procedures: All TMDE will be submitted for calibration at least 30 days prior to CAL VOID date on DA Label 80. No TMDE will be used after the CAL VOID date. The owner or HRH will be responsible for completing the DA FORM 2402 completely and accurately prior to submitting item to TMDE Coordinator. A copy of the DA Form 2403 or DA Form 7372 will be Completed and given to the HRH as receipt for TMDE. The DA 2402 or DA 7372 will be retained until the calibrated item is returned to the HRH.
- All TMDE will be maintained IAW AR 750-43, AR 750-25 and TB 43-180.
- TMDE Coordinator will be appointed by the Maintenance Officer.

5.18.1 - PURPOSE –

This SOP provides authorized users of TMDE within this facility with the requirements to turn-in and pick-up TMDE for calibration and repair.

5.18.2 - SCOPE –

This SOP applies to all users of TMDE at LA AASF#1.

5.18.3 - DUTIES –

5.18.3.1 - Maintenance Officer –

- Appoint a TMDE Officer

5.18.3.2 - TMDE Officer –

- Responsible for submitting all TMDE to the Support TSO for Calibration.
- Reviews monthly the TMDE Integrated Material Management Systems (TIMMS) for accuracy. Initiates any changes needed to the TIMMS.
- Reviews the Projected Calibration and Delinquent item list monthly for accuracy and initiates changes and adjustments as needed.

5.18.4 - UNSCHEDULED CALIBRATION OR REPAIR –

- Any TMDE can be submitted for calibration and or repair if the property is damaged, abused or suspected of being out of calibration tolerance.
- A DA Form 2404 will be completed listing all faults or repairs needed.
- Items will then be submitted to TMDE coordinator on a DA FORM 2407 for repair.
- Red-tagged or NRTS TMDE: All red-tagged items will be returned to owning unit or USPFO for turn-in within 30 days. The TMDE coordinator will provide turn-in document to the support TSA in order to have the item removed from the TIMMS.